

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

<b>(1) DEPARTMENT</b> General Services	<b>(2) MEETING DATE</b> 4/21/2015	<b>(3) CONTACT/PHONE</b> Machelie Vieux, Director General Services, 781-5200 Tami Douglas-Schatz Human Resources, 781-5959	
<b>(4) SUBJECT</b> Submittal of a resolution establishing the new classification and salary range of Capital Planning/Facilities Manager and amending the Position Allocation List (PAL) for Fund Center 113 - General Services, by adding 2.00 FTE Capital Planning/Facilities Managers and deleting 1.00 FTE Architectural Supervisor position. All Districts.			
<b>(5) RECOMMENDED ACTION</b> It is recommended that the Board approve a resolution establishing the new classification and salary range of Capital Planning/Facilities Manager and amending the Position Allocation List (PAL) for Fund Center 113 - General Services, by adding 2.00 FTE Capital Planning/Facilities Managers and deleting 1.00 FTE Architectural Supervisor position.			
<b>(6) FUNDING SOURCE(S)</b> Fund Center 113	<b>(7) CURRENT YEAR FINANCIAL IMPACT</b> \$0	<b>(8) ANNUAL FINANCIAL IMPACT</b> \$160,202	<b>(9) BUDGETED?</b> To be included in the Supplemental Budget
<b>(10) AGENDA PLACEMENT</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
<b>(11) EXECUTED DOCUMENTS</b> <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
<b>(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)</b>		<b>(13) BUDGET ADJUSTMENT REQUIRED?</b> BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
<b>(14) LOCATION MAP</b> N/A	<b>(15) BUSINESS IMPACT STATEMENT?</b> No	<b>(16) AGENDA ITEM HISTORY</b> <input type="checkbox"/> N/A    Date: <u>9/23/14, 10/7/14, 12/9/14</u>	
<b>(17) ADMINISTRATIVE OFFICE REVIEW</b> David E. Grim			
<b>(18) SUPERVISOR DISTRICT(S)</b> All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Machelie Vieux, Director General Services, 781-5200  
Tami Douglas-Schatz Human Resources, 781-5959

DATE: 4/21/2015

SUBJECT: Submittal of a resolution approving the new classification and establishing the salary range of Capital Planning/Facilities Manager and amending the Position Allocation List (PAL) for Fund Center 113 - General Services, by adding 2.00 FTE Capital Planning/Facilities Managers and deleting 1.00 FTE Architectural Supervisor position. All Districts.

## **RECOMMENDATION**

It is recommended that the Board approve a resolution approving the new classification and establishing the salary range of Capital Planning/Facilities Manager and amending the Position Allocation List (PAL) for Fund Center 113 - General Services, by adding 2.00 FTE Capital Planning/Facilities Managers and deleting 1.00 FTE Architectural Supervisor position.

## **DISCUSSION**

In October 2014, the County announced the dissolution of the General Services Agency (GSA). The decision to dissolve GSA initiated the process of creating four independent County departments: County Airports, Parks & Recreation, Information Technology and General Services. The newly formed General Services Department became responsible for Architectural Services, Fleet Services, Building & Facilities Management, Real Property Services, and Purchasing.

This item represents the next phase of changes driven by the dissolution of the GSA. As noted in the Board item from December 9, 2014, the annual financial impact from the dissolution reflected an overall savings of \$143,539. This item results in a nominal increase of \$16,663 of General Fund expense, which will not be fully experienced until FY 2016-17. The first of the two positions (Capital Planning/Facilities Manager – Capital Projects) is not anticipated to be filled until late FY 2014-15 or early FY 2015-16. The second Capital Planning/Facilities Manager - Facility Planning and Programming is unlikely to be filled before mid-FY 2015-16. Until both positions are filled, the salary savings generated by keeping these positions vacant will more than make up for the minor increases in costs.

Since becoming its own department General Services has been working to establish an organizational structure that provides the most efficient and effective delivery of services. The creation of the General Services organizational structure will occur in phases. The first phase adjusts the County's capital projects program by eliminating the vacant Architectural Services Supervisor position and adding two Capital Planning/Facilities Managers dividing the service into two functions: Facility Planning and Programming and Capital Projects. Dividing the duties between two managers is an important organizational change that will distribute expertise and experience into two areas rather than requiring in-depth knowledge of the entire division.

The Division Manager for Capital Projects requires expertise in project development and construction management for facility capital and maintenance projects. The recruitment for this position is to begin in May 2015 with candidates being selected in July 2015. The Division Manager for Facility Planning and Programming requires experience in gathering project requirements and establishing project plans, such as project planning, programming, work scheduling, estimating, contract administration, and utility management. The recruitment for this position is a part of a future phase and would not begin until further organizational changes that are necessary to support the County's capital projects program are

completed.

The recommended salary is appropriate for the classification's level of duties, complexity, independence and decision making authority and is consistent with the County's internal salary setting methodology.

#### **OTHER AGENCY INVOLVEMENT/IMPACT**

The Civil Service Commission approved this new classification on April 1, 2015. The salary range was established by the Human Resources Department. The County Administrative Office has reviewed this request and agrees with the recommendations.

#### **FINANCIAL CONSIDERATIONS**

The annual net fiscal impact is a maximum of \$160,202 as shown in the table below. There is no fiscal impact for FY 2014-15 due to salary savings of vacant positions.

<b>Classification</b>	<b>Position</b>	<b>Annual Salary</b>	<b>Annual Benefits</b>	<b>Total</b>	<b>FTE</b>
<b>ADD</b>	Capital Projects/Facilities Manager	\$88,546	\$54,019	\$142,565	1.0
<b>ADD</b>	Capital Projects/Facilities Manager	\$88,546	\$54,019	\$142,565	1.0
<b>DELETE</b>	Architectural Supervisor	\$79,310	\$45,618	(\$124,928)	(1.0)
<b>NET</b>				\$160,202	1.0

#### **RESULTS**

This action will allow the newly formed General Services Department to reorganize the County's capital projects program into two functions: Facility Planning/Programming and Capital Projects by proceeding with the recruitment of 1.0 FTE Capital Planning/Facilities Manager to oversee Capital Projects and the future recruitment of 1.0 FTE Capital Planning/Facilities Manager to oversee Facility Planning/Programming in a future phase.

#### **ATTACHMENTS**

1. Capital Planning/Facilities Manager Classification Specification
2. PAL and Salary Resolution